



AGARD

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ST/2/93/3

27 November 1992

TO : Authors of Papers to be presented at the AGARD Technical Information Panel (TIP) Meeting on 'International High Speed Networks for Scientific and Technical Information' to be held in Ottawa, Canada, on Wednesday and Thursday 6-7 October 1993.

FROM : Executive, Technical Information Panel

I understand that you have kindly agreed to prepare a Paper for presentation at the above-mentioned Meeting. I enclose our outline plan for the Meeting, with an indication of the expected contents of each paper; and a list of your fellow authors, as far as known at present.

In order that the Meeting Committee can finalise the details when they meet next Spring, I would be grateful if you could let us have a brief account (about 150-250 words in length, in English or in French) of the intended contents of your Paper (which I will pass to the appropriate Chairman and Reviewers) by 14 February 1993. I enclose an addressed label for your use.

Please now complete the attached 'author information sheet' and return it to me. It will ensure that we have your correct address and 'phone and fax numbers. Later, it will enable the Chairman of your session to introduce you properly.

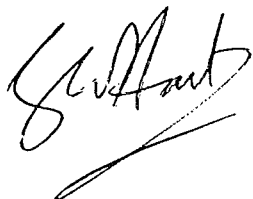
I shall be writing to you more fully later on but, since it is my job to help you in all matters concerning the Meeting, I should be happy to try to answer any questions you may have. However, I should be pleased if you would note the following points now.

- a. When preparing your paper, please keep as closely as possible to the topic and outline suggested in the plan.
- b. We should like you to include a list of useful references in your paper to enable readers to follow it up with other reading wherever possible.
- c. We will be preparing a Conference Proceedings immediately after the meeting, and I will need your camera-ready copy at the meeting or beforehand. Enclosed is a leaflet containing instructions about both the desired content and AGARD's standard, two-column, format. The format may seem a little complicated, but if your paper consists mainly of text I shall be willing to convert it to the correct format if you send me a disc in ASCII or Word Perfect format.
- d. As AGARD no longer prepares Conference Preprints, it would help participants to follow your presentation if they had a photocopy either of the paper or of the text you plan to use when presenting it. To this end we ask you please to provide at least 100 copies of your paper for distribution to the attendees before your presentation. I will give you the address to which they should be sent later.

- e. We encourage speakers to include illustrations in both their written papers and their presentations. View-graphs (for overhead projectors) and 35 mm transparencies are both acceptable. Enclosed is a leaflet giving guidance on their preparation. If you are likely to want to use video or cine film, please let me know immediately so that I can check on the availability of suitable equipment. Copies of any illustrations you plan to use should be included in the copies of your paper sent to the meeting site.
- f. There will be a forum discussion at the conclusion of the meeting and we should be grateful if you would stay to take part in this.
- g. Presentations may be given in either English or French as there will be simultaneous interpretation between these languages throughout the meeting.
- h. Also attached is a security clearance form. This must be completed before we can print your paper, even if you are working outside the defence sector. Authors from the United Kingdom and the United States should note the special requirements on the back of the form and that clearance may take up to 2 months in the US. US authors should send the completed form to the National Panel Coordinator:

Ms. Gladys Cotter
Director
NASA Scientific and Technical
Information Program
NASA Headquarters (Code JTT)
Washington DC 20546

I attach a schedule of actions, which you may find useful as an aide-memoire.



G.W.Hart

Attachments: Outline plan
List of Authors
Author Information Sheet
Label addressed to AGARD
Instructions to Authors
Preparation of Visual Aids
Security Clearance Form
Schedule of Actions

Copy without attachments:
National Panel Coordinators for Canada, France,
Spain, UK and US
Panel Chairman and Deputy Chairman
Meeting Director and Theme Coordinator